

# Articles

*Items that take an in-depth look at their topic.*

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| A1  | AL | Pass or file? <i>How to get excited about filing!</i>                   |
| A2  | C  | Watch your image! <i>Visual design for churches</i>                     |
| A3  | SM | Salary differentials for Christian staff <i>Worldly thinking?</i>       |
| A4  | P  | Twelve questions to help you plan <i>A jargon-free toolkit</i>          |
| A5  | SP | How to chair meetings <i>An orchestral approach</i>                     |
| A6  | MS | Job descriptions <i>Advice &amp; examples for staff and volunteers</i>  |
| A7  | A  | Understanding stewardship <i>A basis for Christian teaching</i>         |
| A8  | MS | Worker agreements <i>Appropriate paperwork for churches</i>             |
| A9  | C  | A church members' newsletter <i>Idea for a new publication</i>          |
| A10 | MC | An introduction to the art of training <i>Help people learn</i>         |
| A11 | CA | Become a better emailer <i>...and make everyone happy</i>               |
| A12 | L  | The leader as a shepherd <i>1: Biblical research</i>                    |
| A13 | L  | The leader as a shepherd <i>2: Practical application</i>                |
| A14 | CA | Create a quality website <i>...by asking the right questions</i>        |
| A15 | A  | Christian administration? <i>A theological introduction</i>             |
| A16 | PA | Funding a capital project <i>...by direct giving</i>                    |
| A17 | MS | Staff selection step-by-step <i>Advertisement to interview</i>          |
| A18 | A  | Administering church funds <i>A call for a fresh approach</i>           |
| A19 | LC | Speaking so that people listen <i>For leaders and preachers</i>         |
| A20 | SP | Annual meetings <i>can</i> be different <i>Ideas to experiment with</i> |
| A21 | C  | The use of print in outreach <i>Rethinking church practice</i>          |
| A22 | LC | Job applications in Christian ministry <i>A: Preparation</i>            |
| A23 | LC | Job applications in Christian ministry <i>B: Presentation</i>           |
| A24 | SP | Mission-shaped Church Councils <i>Three ways forward</i>                |
| A25 | LA | Working from home <i>Boundaries, discipline and space</i>               |
| A26 | SM | The office of Lay Minister <i>Three proposals for change</i>            |
| A27 | AL | Reliability in ministry <i>For administrators and leaders</i>           |
| A28 | A  | Rooms to let <i>Hiring out your church premises</i>                     |
| A29 | C  | A basic guide to paper/print <i>Helping you communicate</i>             |
| A30 | P  | Take your church away <i>Organising a special weekend</i>               |
| A31 | MA | Helping people back to church <i>Basics we often overlook</i>           |
| A32 | M  | Be creative as a line manager <i>How to develop paid staff</i>          |
| A33 | A  | Roles for a church office <i>1: Three perspectives</i>                  |
| A34 | A  | Roles for a church office <i>2: Three more perspectives</i>             |
| A35 | P  | Mapping your church <i>Practical planning tools</i>                     |
| A36 | LA | Sorting out your study <i>1: The space in the room</i>                  |
| A37 | LA | Sorting out your study <i>2: The stuff in the room</i>                  |
| A38 | SA | Appointing an Operations Manager <i>Or reviewing a post</i>             |
| A39 | C  | A plan for your communications <i>A template for churches</i>           |
| A40 | SP | Going deeper into meetings <i>1: Planning issues</i>                    |

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| A41 | SM | Going deeper into meetings <i>2: People issues</i>                |
| A42 | A  | What do Church Administrators do? <i>Roles defined</i>            |
| A43 | MP | Every member on active service <i>How to mobilise yr church</i>   |
| A44 | P  | Making things happen <i>Project management for churches</i>       |
| A45 | LM | How to lead a team at church <i>Practical help for beginners</i>  |
| A46 | MA | Redefining 'management' <i>Three Bible images to consider</i>     |
| A47 | M  | 15 principles of volunteering <i>By examining five ministries</i> |
| A48 | SP | Organising your small groups <i>Choices to be made</i>            |
| A49 | C  | How to read the Bible out loud <i>A DIY training aid</i>          |
| A50 | S  | The patronage process as drama <i>A guide</i>                     |
| A51 | LA | The 'To Do Diary' guide <i>How to use this simple tool</i>        |
| A52 | P  | How to run a church vision day <i>A DIY training aid</i>          |
| A53 | A  | The UCAN story <i>Networking Church Administrators</i>            |
| A54 | C  | How to get a message across <i>A DIY training aid</i>             |
| A55 | A  | The management of church records <i>A broad overview</i>          |
| A56 | SP | Organising pastoral care <i>... in an all-member culture</i>      |

**NEW**

## Training Notes

*Shorter, practical items of no more than 2,000 words.*

|      |    |   |
|------|----|---|
| TN1  | C  | Preparing to read the lesson              |
| TN2  | C  | Ten steps to help you communicate         |
| TN3  | P  | The bewildering world of change           |
| TN4  | A  | Advice for all church administrators      |
| TN5  | S  | Responsibilities of mission agency Boards |
| TN6  | LS | The Minister's role in larger churches    |
| TN7  | L  | Ideas for how to make time for life       |
| TN8  | PS | Major decisions: a new approach           |
| TN9  | C  | Which newspapers do people read?          |
| TN10 | M  | What do Christians do between Sundays?    |
| TN11 | L  | Keeping a time log                        |
| TN12 | P  | Twenty ideas to help people change        |
| TN13 | S  | A purpose statement for those who chair   |
| TN14 | M  | Setting up a Newcomers Team               |
| TN15 | ML | How not to delegate!                      |
| TN16 | C  | Interviews in church services             |
| TN17 | MP | Suggested questions for an annual review  |
| TN18 | SL | A leadership team checklist               |
| TN19 | A  | Key words for a financial appeal          |
| TN20 | SM | Line management in a church staff team    |
| TN21 | A  | Ideas for a sermon on administration      |
| TN22 | C  | Appoint a church photographer!            |
| TN23 | LA | How to do 'To Do' lists                   |
| TN24 | M  | Church members can burn out too           |
| TN25 | P  | The radical values that Jesus taught      |
| TN26 | AP | A checklist for an office move            |

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|------|----|---|
| TN27 | M  | Saying good-bye to church members             |
| TN28 | L  | No two leaders are the same                   |
| TN29 | A  | What's your <i>real</i> church income?        |
| TN30 | LM | How to give and receive criticism             |
| TN31 | M  | Affirming volunteers                          |
| TN32 | PL | What do you mean by 'vision'?                 |
| TN33 | A  | Danger at church!                             |
| TN34 | PM | Closing down a church activity                |
| TN35 | S  | Causes of friction in mission agencies        |
| TN36 | M  | Square pegs in round holes                    |
| TN37 | SM | To pay or not to pay?                         |
| TN38 | C  | We've got news for us!                        |
| TN39 | C  | We've got news for you!                       |
| TN40 | AS | Appointing an Administrator                   |
| TN41 | M  | What makes a group a team                     |
| TN42 | P  | A review of global mission strategy           |
| TN43 | L  | Did Jesus use an iPhone?                      |
| TN44 | AC | The message of your buildings                 |
| TN45 | SC | Are you sure it's minutes you need?           |
| TN46 | A  | A beginner's guide to IT security             |
| TN47 | C  | Breathing life into the intercessions         |
| TN48 | P  | Let's get purpose statements right            |
| TN49 | MC | What's going on under the water               |
| TN50 | SL | Should the staff lead the church?             |
| TN51 | SP | A fresh approach to rural ministry            |
| TN52 | C  | The perils of PowerPoint                      |
| TN53 | AC | A simple email filing system                  |
| TN54 | PL | Creating space for a Planning Retreat         |
| TN55 | M  | So, who should be in the dock?                |
| TN56 | LC | Questions for preachers                       |
| TN57 | AL | Clear your clutter!                           |
| TN58 | S  | Beware committees                             |
| TN59 | PM | Don't you dare change anything!               |
| TN60 | AM | Administrator types                           |
| TN61 | SC | Mapping out a meeting                         |
| TN62 | L  | Know what distracts you                       |
| TN63 | C  | How not to write a newsletter                 |
| TN64 | P  | Help! I'm a consultant                        |
| TN65 | MS | Sharp interview questions                     |
| TN66 | MS | A daily office for church staff               |
| TN67 | L  | Stress and the Christian worker               |
| TN68 | A  | Administrators who miss the point             |
| TN69 | C  | Creative prayer diaries                       |
| TN70 | LP | Do's and don'ts for a new leader              |
| TN71 | S  | Seatings for meetings                         |
| TN72 | A  | Church administration explained <i>part 1</i> |
| TN73 | A  | Church administration explained <i>part 2</i> |
| TN74 | P  | Understanding values                          |
| TN75 | C  | Writing for the media                         |

TN76 MS How to prepare a job reference  
 TN77 A Administrator wisdom  
 TN78 LS The role of a church leader  
 TN79 M 'One another' teams  
 TN80 SM Staff salary schemes  
 TN81 P Changing the scenery  
 TN82 C Print or screen?  
 TN83 PM The service isn't over yet  
 TN84 L How to say 'No' when you should  
 TN85 AM Preparing a Lone Worker Policy  
 TN86 MA Customer care for churches?  
 TN87 L What to look for in your leaders  
 TN88 S Advice to a new committee member  
 TN89 C Hold the front page!  
 TN90 ML Put someone in charge  
 TN91 P An MOT for disciples of Jesus  
 TN92 SM How genuine are your GORs?  
 TN93 C And now for the notices  
 TN94 L Becoming self-aware  
 TN95 M Exit interviews for everyone  
 TN96 P Courtesy in church  
 TN97 SC How to minute a meeting  
 TN98 A An outline Church Financial Policy  
 TN99 C Social media+ guidelines  
 TN100 M Why some offer, why some don't  
 TN101 LM Working with a No. 2  
 TN102 A People who visit the church office  
 TN103 P How to encourage creative thinking  
 TN104 S A grid structure for churches  
 TN105 C Recording a voicemail message  
 TN106 L Talk about taking time 'off'  
 TN107 M A church policy on hospitality  
 TN108 AP What do budgets actually tell us?  
 TN109 PM A test for your church's welcome  
 TN110 CS It's confidential: but it still leaks out  
 TN111 SA A church policies checklist  
 TN112 LA Set my leaders free!  
 TN113 C What to avoid on your website  
 TN114 PC How to prepare a church profile  
 TN115 A Identifying gifts of administration  
 TN116 PA Global mission giving  
 TN117 A Building project preparations  
 TN118 S Why, exactly, are we meeting?  
 TN119 M Group behaviours to beware of  
 TN120 LM Lessons for leaders  
 TN121 CP Making a case for change  
 TN122 A Your eco-church check-up  
 TN123 C Speaking-to-camera tips  
 TN124 P What's the point of church?

TN125 SP How to take major decisions  
 TN126 A The small-church administrator  
 TN127 LM Identify your church's groups  
 TN128 MS Effective staff meetings  
 TN129 A Collecting data for mission  
 TN130 SM Appoint a 'Staff Action Group'  
 TN131 CA Helpful handover documents  
 TN132 L What you look for in your Minister  
 TN133 P Planning the next step  
 TN134 MP Integrate your newcomers  
 TN135 AP How to conduct a disability audit  
 TN136 S Restructure your committees  
 TN137 C The message of your people  
 TN138 PA Categories for church operations  
 TN139 M Church workers in teams  
 TN140 P A checklist for a business plan  
 TN141 SL A church council 'Code of Conduct'  
 TN142 LP Values create a culture  
 TN143 A Protect your church from scams  
 TN144 ML 360-degree reviews for churches?  
 TN145 C Illustrating what you say  
 TN146 M Be hospitable!  
 TN147 S The role of the PCC  
 TN148 M Serving in a post-Covid church

**NEW  
NEW**

## Health-checks

*Three detailed tools to assess the health of a church, the effectiveness of a Christian mission and the gifting of an Administrator.*

HC1 all Contrasting CHR and CEM  
 HC2 all Church Health Review *A summary*  
 HC3 all Christian Effectiveness Model *A summary*  
 HC4 all Church Health Review *Introduction*  
 HC5 all Church Health Review *Questions/tests*  
 HC6 all Christian Effectiveness Model *Introduction*  
 HC7 all Christian Effectiveness Model *Questions/tests*  
 HC8 A Gift Assessment for Administrators *Introduction*  
 HC9 A Gift Assessment for Administrators *Questions/tests*

## To come on to my mailing list

You receive six short e-letters a year giving you details as new items are added to the Resources section of my website.

Either complete the form at <https://www.john-truscott.co.uk/Contact/Contact-John> (where you can also view my privacy policy), or email [john@john-truscott.co.uk](mailto:john@john-truscott.co.uk) with subject 'Mailing list' giving your title, Christian name, surname, email address and, optionally, church name and town.



## Website resources on creative organisation for churches and mission agencies

If you need practical help for Christian ministry or fresh ideas to make you sit up and think, check out the Resources section at

<https://www.john-truscott.co.uk>



There are now 213 items available for printing or downloading free of charge (minimal conditions apply) with more added every other month. This listing is complete up to October 2023.

Codes *primary code first if two are shown:*

L: Leadership M: Management S: Structures  
 P: Planning C: Communication A: Administration

John Truscott (NOTE CHANGE OF ADDRESS AND LANDLINE)  
 To: 24 High Grove, St Albans, AL3 5SU Tel: 01727 568325

Email: [john@john-truscott.co.uk](mailto:john@john-truscott.co.uk) Twitter: @johnntruscott